

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT AND TECHNOLOGY
BUREAU OF FISCAL SERVICES

RECONCILIATION BULLETIN

TOPIC: Year-End Reconciliation Bulletin 06-09	ISSUE DATE: 5/15/06
TITLE: DDES Canteen Operations	REVISION DATE:
AUTHORIZED BY: Cheryl Thompson, DHFS Reconciler Bureau of Fiscal Services	PAGE 1 OF 1

BACKGROUND

This is to remind you that it is necessary that you deposit funds from your canteen sales into your respective canteen appropriations to fully reimburse expenses. This is required per APP-**INSTITUTIONS 4.2.**

PROCEDURES

Make certain the deposit is received in the Bureau of Fiscal Services by noon on June 09, 2006 to fully reimburse all expenses that shall be booked for SFY 06. If, for any reason, SFY 06 canteen revenue was not previously deposited in the State Canteen Appropriations, deposit those funds at this time. Cash balances brought forward from the SFY 05 State Canteen Appropriation 237 with proper project numbers, plus SFY 06 deposits to the respective appropriation project, must be adequate to cover SFY 06 costs in the respective appropriation project. Please refer to *Reconciliation Bulletin 06-05* concerning salary and fringe costs chargeable to SFY 06.

CONTACT PERSON

If you have any questions, call Mary Jane Krzewina at (608) 266-5396.